

RUSSIAN FEDERATION Apostille Questionnaire 2021

The responses are reflected as provided by Contracting Parties subject to minor typographical corrections.

Joining the Apostille Convention	
1. Did you join the Convention after 2010?	[b] No.
2. Are foreign public documents exempted from legalisation by virtue of your internal law, practice, or any bilateral / multilateral agreements (excluding the Apostille Convention)?	[b] Yes, under bilateral / multilateral agreements. <i>Bilateral agreements between states on legal assistance in civil, family and criminal cases (Belarus, Poland, the Czech Republic, Azerbaijan etc.)</i>
Competent Authorities	
3. How many Competent Authorities have you designated under the Apostille Convention? <i>If unknown, please specify the reason for this and provide an approximate number.</i>	<p>Eight.</p> <p>Regulation of the Government of the Russian Federation of 30.05.2016 No. 479 "On the Competent Authorities Authorized to Affix an Apostille in the Russian Federation" established a list of competent authorities authorized to affix an apostille on public documents in the Russian Federation in accordance with the established fields of activity:</p> <ol style="list-style-type: none"> 1. The Ministry of Internal Affairs of the Russian Federation - on certificates on the presence (absence) of a criminal record and (or) on criminal prosecution or the termination of criminal prosecution, archival documents (archival certificates, extracts or copies of documents) and certificates of rehabilitation issued by internal affairs authorities of the Russian Federation. 2. The Ministry of Defense of the Russian Federation - on official archival documents on military service (work) in the Armed Forces of the Russian Federation, the Armed Forces of the USSR and the United Armed Forces of the Commonwealth of Independent States issued in the Russian Federation. 3. The Office of the Prosecutor General of the Russian Federation - on documents issued by prosecution authorities, documents sent to foreign states within the framework of international treaties of the Russian Federation and on the basis of the reciprocity principle. 4. The Federal Archival Agency - on archival certificates, archival extracts and archival copies prepared by federal government bodies (except for those who have been granted such a right by regulatory legal acts) and federal state archives. 5. Authorized executive bodies of the constituent entities of the Russian Federation in the field of archival affairs - on archival certificates, archival extracts and archival copies prepared by state, municipal archives

	<p>and other bodies and organizations located on the territory of a given constituent entity of the Russian Federation (except for those who have been granted such a right by regulatory legal acts).</p> <p>6. Executive authorities of the constituent entities of the Russian Federation, whose competence includes the organization of state registration of acts of civil status - on official documents issued by competent authorities to confirm the state registration of acts of civil status or its absence.</p> <p>7. State authorities of the constituent entities of the Russian Federation exercising the delegated powers of the Russian Federation to confirm documents on education and (or) qualifications and documents on academic degrees, academic titles, - on documents on education and (or) qualifications and on documents on academic degrees, academic titles.</p> <p>8. The Ministry of Justice of the Russian Federation - on Russian public documents specified in Article 5 of the Federal Law "On affixing an Apostille on Russian Public Documents Subject to Export Outside the Territory of the Russian Federation", affixing an apostille on which is not included in the powers of the competent authorities specified in paragraphs 1 - 7 of this list.</p>
4. Do your diplomatic missions abroad play a role in the Apostille issuance process?	[d] No.
Substantive Scope	
5. Is the concept of 'public document' defined in your internal law?	<p>[a] Yes.</p> <p><i>In accordance with Article 5 of the Federal Law of 28.11.2015 No. 330-FZ "On Affixing an Apostille on Russian Public Documents Subject to Export Outside the territory of the Russian Federation":</i></p> <p><i>1. Documents issued in accordance with the legislation of the Russian Federation by the following authorities shall be considered as Russian public documents in order to apply this Federal Law:</i></p> <ul style="list-style-type: none"> <i>1) federal executive bodies, territorial bodies of federal executive bodies;</i> <i>2) federal courts, constitutional (statutory) courts and magistrate judges of the constituent entities of the Russian Federation;</i> <i>3) prosecutor's offices of the Russian Federation;</i> <i>4) executive bodies of the constituent entities of the Russian Federation;</i> <i>5) organizations carrying out educational activities;</i> <i>6) local municipalities during the exercise of certain state powers transferred to local municipalities;</i> <i>7) state and municipal institutions.</i> <p><i>2. Documents issued by notaries of the Russian Federation when performing notarial actions or other persons entitled to perform notarial actions and documents issued by multifunctional centers for the provision of state and municipal services shall be also considered as Russian public documents.</i></p>
6. Have you experienced any difficulties in characterising a 'public document' for the purposes of the Apostille Convention?	[b] No.

7.	Has the exclusion of 'documents executed by diplomatic or consular agents' (Art. 1(3)(a)) from the scope of the Apostille Convention given rise to any difficulties?	[c] No.		
8.	Do you think this Art. 1(3)(a) exclusion is justified in the context of the modern operation of the Convention?	[a] Yes.		
9.	Has the exclusion of 'administrative documents dealing directly with commercial or customs operations' (Art. 1(3)(b)) from the scope of the Apostille Convention given rise to any difficulties?	[c] No.		
10.	Do you think this Art. 1(3)(b) exclusion is justified in the context of the modern operation of the Convention?	[a] Yes.		
11.	Do you issue (outgoing) or accept (incoming) Apostilles for any of the following categories of document?		Issue	Accept
		Certificates of origin		
		Export licences		
		Import licences		
		Health and safety certificates issued by the relevant government authorities or agencies		
		Certificates of products registration		
		Certificates of conformity		
		End user certificates (i.e. documents certifying that the buyer is the end user of acquired goods)		
	Commercial invoices			
Apostille Process				
Certification of Public Documents				
12.	Do any of your public documents require some other intermediate certification before the issuance of an Apostille?	[b] No, an intermediate certification is not required for any public document; Apostilles are issued directly upon the public document.		
Requesting an Apostille (Outgoing)				
13.	How can an Apostille be requested?	[a]	In person.	X
		[b]	By post.	X
		[c]	By email.	
		[d]	Through a website.	
		[e]	Other.	
14.	When issuing an Apostille, do you enquire about the State of destination?	[a] Yes, in the application form.		

15. How long does it take for an Apostille to be issued?	In-person request (paper Apostille)	Other requests (from the time of receipt) (paper Apostille)	e-Apostille requests
	<p>Other <i>The Ministry of Justice of the Russian Federation and its territorial bodies provide the state service on affixing an Apostille within 3 working days from the date of receipt of public documents from the applicant by the Ministry of Justice of the Russian Federation.</i> <i>The term for providing this public service, if it is necessary to request a sample signature, an imprint of a seal / stamp and information on the powers of an official who signed the public document, may be extended up to 30 working days from the date of receipt of public documents from the applicant by the Ministry of Justice of the Russian Federation or its territorial body. It is not affixed in an electronic form.</i></p>		
16. Does your Competent Authority impose a fee for issuing an Apostille?	[a] Yes, a single price for all Apostilles. 2,500 rubles		
Issuing an Apostille (Outgoing)			
17. How is the origin of a public document verified for the purpose of issuing an Apostille (i.e. verification of the authenticity of the signature, the capacity of the signer, and the identity of the seal / stamp (Art. 5(2))?	[b] Multiple Competent Authorities. [i] A single, centralised, database of sample signatures / seals / stamps, maintained in paper form.		
18. How does a Competent Authority address situations where it is unable to verify the origin of the public document?	[b] The Competent Authority will contact the issuing authority to confirm authenticity but will not issue the Apostille until the new signature, stamp or seal is added to the database.		
19. In what language(s) are the 10 standard items of your Apostilles available?	[a] In one language. in Russian		

20.	In what language(s) are the blank fields of your Apostilles filled in?	[a] In one language. <i>in Russian</i>	
21.	How are the blank fields of your Apostilles filled in?	[b] Using computer software. <i>Automated information system "Legalization and Apostille"</i>	
Apostille Registers			
22.	How is your Apostille register, required by Article 7, maintained?	[b] Multiple Competent Authorities. [ii] A single, national register in electronic form, not publicly accessible online.	
23.	What particulars are contained in your Apostille register?	[a] Number and date of the Apostille (<i>required</i>).	X
		[b] Name and capacity of the person signing the document and / or the name of authority whose seal or stamp is affixed (<i>required</i>).	X
		[c] Name and / or type of underlying document.	X
		[d] Description of the contents of underlying document.	X
		[e] Name of the applicant.	X
		[f] State of destination.	X
		[g] Copy of the Apostille.	
		[h] Copy of the underlying document.	
		[i] Other.	
24.	Is there a limit to how long records can be retained on the Apostille register?	[d] No.	
25.	If your register is <i>not</i> publicly accessible, how frequently do your Competent Authorities receive requests to verify an Apostille they have issued in the register?	[a] Never.	
Technology & the e-APP			
26.	Under your internal law, do you recognise electronic / digital signatures as functionally equivalent to handwritten signatures (<i>i.e.</i> can a public document be signed electronically)?	[b] No.	
27.	Under your internal law, are public documents executed, or able to be executed, in electronic form (whether or not they are to be used abroad under the Convention)?	[b] No, public documents are never executed in electronic form.	

28. Do you issue e-Apostilles?	<p>[b] No.</p> <p>[i] We are studying the use of e-Apostilles and plan to implement the e-Apostille component.</p> <p><i>The Ministry of Justice of the Russian Federation developed and on 05.03.2021 sent to the Government of the Russian Federation a draft regulation of the Government of the Russian Federation "On the Approval of the Regulation on the Specifics of Handling a Request for an Apostille, Affixing an Apostille and Sending Requests Provided for in Article 9 of Federal Law No. 330-FZ "On Affixing an Apostille on Russian Public Documents Subject to Export Outside the Territory of the Russian Federation" in Electronic Form and (or) Using Information and Telecommunication Networks, Maintenance of a Register of Apostilles in Electronic Form, Provision of Remote Access to Data on Affixed Apostilles"</i></p>	
<p><i>For Parties that answered no to Q28.</i></p> <p>28.1. What challenges are you facing that may prevent you from implementing the e-Apostille?</p>	[a] Internal law limitations.	
	[b] Judicial or administrative structure.	
	[c] Implementation challenges (e.g. lack of resources, lack of infrastructure).	
	[d] Cost.	
	[e] System interoperability / compatibility.	
	[f] Security concerns.	
	[g] Other.	
<p><i>For Parties that answered no to Q28.</i></p> <p>28.2. How do you issue an Apostille for a public document executed in electronic form?</p>		
29. Are your authorities equipped to accept incoming e-Apostilles?	[a] Yes, all e-Apostilles can be processed.	
30. Do you maintain an e-Register?	<p>[b] No.</p> <p>[i] We are studying the use of an e-Register and plan to implement the e-Register component.</p>	
<p><i>For Parties that answered no to Q30.</i></p> <p>30.1. What challenges are you facing that may prevent you from implementing the e-Register?</p>	[a] Internal law limitations.	
	[b] Judicial or administrative structure.	
	[c] Implementation challenges (e.g. lack of resources, lack of infrastructure).	
	[d] Cost.	
	[e] System interoperability / compatibility.	
	[f] Security concerns.	
	[g] Other.	
31. Have you been in contact with other Competent Authorities that operate an e-APP component and exchanged information and / or relevant experience?	[b] No.	

Issues with Apostilles			
32. Has an Apostille <i>issued</i> by your Competent Authority ever been refused by the authorities of another Contracting Party on the following grounds:	[a]	Form requirements (e.g. square-shaped, sides of at least nine centimetres, border, ink, etc).	
	[b]	The manner in which the Apostille was affixed / attached to the underlying document.	
	[c]	The Apostille was not signed.	
	[d]	One or more of the standard informational items were not filled in.	
	[e]	The Apostille was in electronic form (<i>an e-Apostille</i>).	
	[f]	The underlying public document was in electronic form.	
	[g]	The underlying public document had expired / was not issued within a certain timeframe.	
	[h]	The underlying document was not a public document under the law of the destination.	
	[i]	Other.	
	[j]	Unknown.	X
	[k]	No / Not applicable.	
33. Has your Competent Authority ever been requested by external Competent Authorities to certify or confirm your procedure for issuing Apostilles?	[b]	No.	
34. Has an Apostille <i>received</i> by your authorities ever been refused on the following grounds:	[a]	The issuing State was not a Contracting Party to the Apostille Convention.	
	[b]	Form requirements (e.g. square-shaped, sides of at least nine centimetres, border, ink, etc).	
	[c]	The manner in which the Apostille was affixed / attached to the underlying document.	
	[d]	The Apostille was not signed.	
	[e]	One or more of the standard informational items were not filled in.	
	[f]	The Apostille was in electronic form (<i>an e-Apostille</i>).	X
	[g]	The underlying public document was in electronic form.	

	[h] The underlying public document had expired / was not issued within a certain timeframe.	
	[i] The underlying document was not a public document under the law of the destination.	
	[j] Other.	
	[k] Unknown.	
	[l] No / Not applicable.	
Miscellaneous		
35. Would you be interested in attending the 2021 meeting of the Special Commission on the practical operation of the Apostille Convention?	[a] Yes, if possible, in person.	
36. Have you encountered any persistent difficulties, issues, or challenges in the operation of the Apostille Convention that you would like discussed at the 2021 Special Commission? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[b] No.	
37. Do you have any suggestions that could assist in the promotion, implementation, or operation of the Apostille Convention? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[b] No.	
38. Would you be interested in attending the 12 th International Forum on the e-APP (to be held in conjunction with the meeting of the Special Commission)?	[a] Yes, if possible, in person.	
39. Are there any specific topics or practical issues that you would like discussed at the e-APP Forum? <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[b] No.	
40. The Permanent Bureau is in the process of drafting a 2 nd edition of the Apostille Handbook. Are there any specific topics, suggestions for presentation or formatting, or any other proposals for inclusion? <i>Please note that answers to this question will not be incorporated into the first draft of the 2nd edition. The PB will take them into account in preparing subsequent drafts.</i> <i>If yes, would you like your answer to this question to be published without reference to your authority or State?</i>	[b] No.	